

Videoconferencing Details:

1. Please join my meeting at: <https://global.gotomeet-ing.com/join/415385461>
2. Call in using your telephone. Please mute the microphone on your computer to prevent feedback and echoes.
3. Dial +1 (872) 240-3212, Access Code: 415-385-461.

Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – June 10, 2020

Trustee Meeting will be held via GoTo Meeting video conferencing due to Coronavirus Pandemic.

Planned Outcomes: Trustees will:

1. Approve May meeting minutes
2. Receive school update
3. Approve FY21 Budget
4. Approve Resolution re: Bank Accounts
5. Nominate and Elect Trustees
6. Approve Annual Calendar
7. Trustee Disclosure Forms

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of May minutes	Draft Minutes
6:05 - 6:45 PM	Brown	HOS Report and Connection to Purpose: Profiles of first graduating class; Planning for re-opening of school	HOS Report and school data
6:45-7:00 PM	Bershadker	Finance Committee Update; FY21 Budget; Resolution	FY21 Budget; Board Resolution
7:10-7:20	Fernandez	Governance Committee Update; election of trustees and Approve Meeting Calendar	2020-21 Board Meeting Calendar
7:20-7:30	Leventhal	Learning and Achievement Committee Update	
7:30- 7:50 PM	DeLong	Executive Session with Ms. Brown	
7:50-7:55PM	DeLong	Executive Session	
7:55 PM	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Fernández, Leventhal	DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
NOTES	Reporting requirements due on the 1 st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 th of the month or later will be reviewed at the relevant committee meeting and full board meeting held earlier the same month.	Meetings are held at 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	Meetings are held at 4:00PM on the Monday prior to the full Board meeting. The Committee reviews the data from two months prior (i.e. the Committee reviews the June close in August and the July close in September).
July		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/23	10/24* 10/26 Full Board Retreat		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7
Dec		12/11	12/19		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
Mar		3/11	3/19	3/23	3/9 <ul style="list-style-type: none"> Budget Review Final approval of FY21 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 <ul style="list-style-type: none"> Review Full FY21 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> Budget Final Review Review SY 2020-21 contracts

Current Committee Assignments

<p>CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p>Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Sherry Capili Milagros Lora</i></p>	<p>Learning, Achievement & Evaluation Jane Goldman (chair) Michelle DeLong Beth Leventhal Abe Fernández</p>
<p>Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong</p>	<p>Facilities Steering Jane Goldman Beth Leventhal</p>
<p>Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p>Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal</p>

Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – May 13, 2020

Trustee Meeting held via GoTo Meeting video conferencing due to Coronavirus Pandemic

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker* Phoebe Boyer* Michelle DeLong* Abe Fernández* Jane Goldman* Beth Leventhal* Michelle Rumph*	Drema Brown, Head of School & CA VP of Education* Casey Vier, Elementary School Principal* Robin Fleshman, Middle School Principal* Cherice Bedford, Assistant Community School Director* Osvaldo Cruz, Life Coach Director* Marisol Nieves-Brown, Senior Manager of Operations*
<i>Trustees not in Attendance</i>	
Delois Coleman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:03 p.m.

Ms. Boyer moved to approve the April minutes. Ms. Leventhal seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus: Remote Learning

This month’s connection to purpose is providing Trustees with an update on our transition to remote learning, how we are supporting our families during this time, teaching and learning supports, and 8 major shifts in practices. Data included in HOS report. We will be in remote learning until the summer.

Ms. Brown presented SY 2019/2020 Academic Priorities: students meet or exceed benchmarks; instructional leaders build rigorous K-8 learning continuum via curriculum development and PD; improve SPED and intervention supports. Each academic priority has concomitant remote learning priorities.

8 Shifts & Early Lessons Learned re Remote Learning:

Positive relationships carry over to remote environment.

Community school strategy - invaluable supports.

Technology access facilitated with chromebooks for all.

Time - flexibility required.

Learning environment -communication/collaboration between staff and parents essential.

Learning experiences - can be synchronous/asynchronous.

Instruction delivered by teachers through technology, but parents share much responsibility. **Educational equity** driven by home and community resources.

Home environment is the greatest influence on successful use of technology and out of school learning. (Hattie 2009).

Student and family supports:

- Life Coaching support services continue - maintaining connection with scholars and families to address needs.
- Elementary campus using SEESAW, Google platform for coping strategies.
- Prospect campus using Google platform for parent supportive resources.
- Scholars engaging more via Google.
- 20 students via Zoom in Power Groups.
- Zoom has been challenging for some families, but FaceTime popular; families requesting individual Face Time for grievances.
- Families requested assistance with rental arrears - some provided through OPPCA from NYTimes Neediest. CA has collaborated to arrange assistance.
- Families also need referrals to food pantries - major issue.
- mybronximpact.org - great resource
- Quarantine fatigue kicking in for adults and children. Impacting students and parents with other existing health conditions. More cases as we move forward.

Attendance tracking from March 16-April 20

- ELLs 81% scholars with IEPs 76%; General Ed 83%
- April attendance was 76% (spring break had a negative impact)
- Average number of posts from April 8th – May 5th: 100 per student.
- 195 middle school scholars signed into Google, between 2000-3000 posts per day.

Scholars have been maximizing synchronous learning, with support. Parents are more engaged; families and caregivers are providing more information and sharing more than previously.

Success Mentors are working with Life Coaches to learn the right questions to ask, and how to ask them during this time when families have so many challenges.

HOS Report

- Enrollment: 704 lottery applications — more applications than previous two years. Recruiting from Early Childhood programs has helped.
- Year-End Assessments: After consulting with several consultants we have decided to administer A4 of the ANet assessments, so we will have pre and post remote learning data.
- Reopening Planning: We were asked to give our first day of school to DoE: will be August 31, 2020 (teachers report for PD Aug 17.)
- We are planning 3 scenarios: in school, remote learning or a hybrid. May be staggered openings for different grades.

- SUNY and NYSED want stakeholders engaged in the planning and will consider regulatory relief in order to balance school goals with support needed by scholars and families to feel safe. We are asking to waive longer school day, longer school year and mandatory 6+ hours.
- Graduation: For K, 5th – virtual graduations. For 8th grade we are working with a vendor to do a pre-recorded video that features personalized segments for each scholar.
 - More than half of the graduation class has been with us since the opening of the school.
- Preparing hard copy and interactive summer work for scholars who need more academic reinforcement.

Finance Committee

Ms. Bershadker moved to approve Form 990. Ms. Leventhal seconded the motion. Form 990 was unanimously approved.

- We went through the 3rd quarter BvA, we are tracking lower on SPED revenue. This has to do with scholars leaving the school but also shifting from 50% to 20% SPED services.
- Projecting surplus year-end: \$300K – \$400K.
- HOS will be on CACPCS budget 100% for the next school year.
- HOS has provided various scenarios for next year's budget.

Learning & Achievement Committee

The Learning & Achievement Committee meeting is scheduled for Tuesday, May 19. Brown and Leventhal will arrange.

At 7:11pm motion made to go into Executive Session: discussion of lease of real property, publicity could affect value.

At 7:41pm the public session resumed and the meeting was adjourned.